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CENTER SCENE

The Bureau of Land Management Service Center Newsletter — *May 1988*

UNIT AWARD

The San Pedro Study Team, including one former and three current SC specialists, received a Departmental Unit Award in Phoenix on March 25 for their contribution to the management of Arizona's San Pedro River Riparian Conservation Area.

BLM Director Bob Burford presented the award to Division of Resources employees Bill Jackson, Paul Summers, and Bruce Van Haveren and to retired staff member Paul Cuplin. The team also included Dan McGlothlin, Arizona SO; Tony Martinez, Colorado SO; Bo Shelby, Oregon State University; and W.L. Minkley, Arizona State University.

The Unit Citation reads, in part:

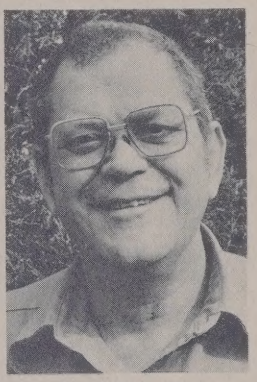
"The Team gathered and analyzed data on fluvial geomorphology, surface water hydrology, instream flow, the relationships of stream flow to fishery and riparian vegetation attributes, and the effects of regional groundwater depletions. The Team proved that interdisciplinary participation in riparian management is a sound and effective resource management tool. The study and report will be an essential ingredient in future management decisions for the San Pedro River. Not only will the Bureau and the user public benefit from the study, the State of Arizona will also benefit as data is now available for determining the future of groundwater management in the upper San Pedro basin. In addition, the San Pedro River Study Team demonstrated outstanding fortitude by completing the study and attendant report in eight months, which was a feat for a study of this magnitude. For dedication, professional competence, and contribution to riparian management, the San Pedro River Study Team is granted the Unit Award for Excellence of Service of the Department of the Interior."

Top row: Bruce Van Haveren, Paul Cuplin, Bottom row: Paul Summers, Bill Jackson

Disaster - What Do You Do?

The Branch of Records and Library has produced a much-needed handbook, BLM Manual Section No. H-1273-1, "Disaster Recovery Plan for Paper and Film Records." This official Handbook is a supplement to the 1273 Security Manual. It explains step-by-step procedures used for the recovery of paper and film records in the event of a disaster. It also explains how to prepare for the possibility of a disaster occurring.

Information in this document is directed toward the workplace but can also be applied to situations in the home, which will benefit all employees. Once distribution has been made throughout the Bureau, additional copies may be obtained from PMDS. Copies will also be available for reference in the BLM library here at the SC.



Jack Headley

The Handbook was researched and written by Jack Headley, a Management Analyst who works with land status records and microfilming as well as serving as the Bureau's expert on disaster recovery and document preservation. For Jack, document preservation is as much a hobby as a job. An avid collector of old photographs, he is a walking encyclopedia on adhesives, solvents, preservation formulas, and the deacidification of paper. Jack is a real asset, both to the SC and to the Bureau.

Upcoming Events

Asian Pacific Day Observance
May 19 Bldg 50 — West/Ctr
Multicultural Day Observance
July 14 Bicentennial Park
or Bldg 50 — West/Ctr

NEW EMPLOYEES

Over the past few months, several new employees have come on board in the Division of Finance. They have varied backgrounds and bring many skills to the Division.

Elaine Borowski joined the Bureau in January in the Payments Section as a voucher examiner. She previously worked with the department of Health and Human Services as a mail clerk and fiscal clerk and with Social Security as a WP/ computer clerk. Elaine is married to a taxidermist/wildlife illustrator and has five children.

Patti Lane came to the Bureau from Tooele Army Depot where she worked for six years. She is an accounting technician in the Data Control Section. Patti's other government experience was with IRS, Hill Air Force Base, and the Defense Depot of Ogden, Utah.

Karen Rodriguez transferred to the Data Control Section as an accounting technician after spending one year with the Department of Health and Human Services. Prior to HHS, she had worked for 17 years with the Department of Defense in systems contracting at Hanscom Air Force Base, Massachusetts.

Diane Morrison comes to the Branch of Data Control and Payments as a first-time government employee. She is responsible for the filing and typing for the Branch. A former finance secretary, she now works part time in the evenings for a doctor.

Pam Busch is the information receptionist for the Branch of Data Control and Payments. She joined BLM after two years of active military duty.

Top row: Karen Rodriguez, Diane Morrison, Bottom row: Patti Lane, Elaine Borowski

Consolidation of Financial Operations

The Division of Finance has been working to consolidate the Bureau's financial operations here at the SC. Consolidating the functions at the SC has streamlined various operations while at the same time freeing up Washington Office people to deal with Bureauwide accounting issues and to coordinate those issues with the SC and Field offices. The consolidation has proven to be quite effective for processing payments, collecting debts, and designating accountable officers.

By reducing the number of individuals involved in the financial operations of the Bureau, we have been able to provide more timely and accurate service to the field. Vendors and travelers of the Washington and Eastern States offices have seen no deterioration in their service, but behind the scene we have reconciled all outstanding payment documents and travel advances. Debt collection activities in the Bureau have improved significantly. Not only have we eliminated redundant and time-consuming reporting requirements, we have also provided a single point of contact for field personnel in dealing with debt collection issues. This single point provides quick and consistent information to the field. The other areas mentioned above have seen similar improvement in operations.

ANSWER/QUESTION TIME

A - Sis! Boom! Bah!

Q - What sound does a sheep make when it explodes?

Do You Speak the Language?

Acronyms in the government are prolific. People who work with new terms soon begin using them as if they were common knowledge. Many of us finally feel that we have entered the "boggle zone." Here are some acronyms used by BLM employees:

AAP	Affirmative Action Plan
ADP	Automated Data Processing
ALMRS	Automated Lands and Minerals Records System
CFR	Code of Federal Regulations
GIS	Geographic Information System
COBOL	Common Business Oriented Languages
COOP	Cooperative (Education)
EIS	Environmental Impact Statement
FTE	Full-time Equivalent
FWP	Federal Women's Program
GCDB	Geographic Coordinate Data Base
IBLA	Interior Board of Land Appeals
KSA	Knowledge, Skills, and Abilities
LIS	Land Information System
MBO	Management by Objectives
OPF	Official Personnel Folder (File)
PAY/PERS	Payroll/Personnel System
MOSS	Map Overlay and Statistical System
SCD	Service Center Director

A more complete list of current acronyms can be found in the SC Supplement to the BLM Manual on Correspondence Preparation (H-1541-1).

In the meantime, whenever an unfamiliar term is used, ask the speaker to define it. There are few universal acronyms, with the possible exception of TGIF.